



Request for Qualifications for Landscape Architectural Services (RFQ)

Waterworks Terrace Park & Splash Pad

Submittal Deadline: 5:00 p.m. CST, Friday, January 29, 2021

Section I - Introduction

Introduction:

The City of Boerne (City) is seeking specific qualifications from interested Landscape Architectural firms (Consultant) that are capable of providing professional project feasibility, conceptual design, cost estimating and construction document preparation services for Waterworks Terrace Park and Splash Pad (Project). Project site is located at the west end of Main Plaza Park at 100 N. Main Street, Boerne, TX 78006. (See attached aerial exhibit)

Interested Consultants must submit three (3) copies of Statement of Qualifications (SOQ) and an electronic version as one PDF file on a flash drive or CD to expedite review by a City selection committee.

Submittal Deadline:

The City will accept SOQ's until 5:00 p.m., CST, Friday, January 29, 2021 by mail or at the Special Projects Office Ste. 190 in City Hall located at 447 N. Main St., P.O. Box 1677, Boerne, Texas 78006.

City Contact:

Paul Barwick – Special Projects Director
Phone: (830) 248-1601
Email: pbarwick@ci.boerne.tx.us

Proposals shall be submitted as follows:

US Postal Delivery
Paul Barwick – Director
Special Projects
P.O. Box 1677
Boerne, TX 78006

Physical Address Delivery
Paul Barwick – Director
Special Projects, Ste.190
447 N. Main St.
Boerne, TX 78006

Scope of Work:

The following is the anticipated scope of work:

Phase 1 – Project Feasibility/Suitability

- Site Inspection
- Survey of exiting site improvements, utilities, and grade elevations.
- Geotechnical services.
- Review of existing property/park files for any required environmental documentation and permitting services including NEPA and Texas Historical Commission.

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Phase 2 – Design/Construction Documents

- Prepare conceptual park site plan.
- Prepare final park site plan
- Develop opinion of probable construction cost.
- Prepare construction plans, details, and technical specifications.
- Utility coordination
- Park Improvements likely to include splash pad, filtration system/enclosure, pavilion, plaza with seating, parking improvements, sidewalks, area lighting, landscape, and irrigation.

Section 2 – Statement of Qualifications Format and Narrative

SOQ Format:

Statement of Qualifications should be in 8.5" x11" vertical format and prepared simply and economically. Please provide a straightforward, concise description of the Consultant's ability to meet the requirements for the Project. Elaborate bindings, colored displays, promotional materials and so forth are not desired. Emphasis should be on completeness and clarity of content.

Narrative Contents:

Consultants are requested to submit a complete response to each of the items listed below. Responses should be as brief as possible. Please reference each response by its corresponding item number listed below.

A. Consultant's capability to perform the design services for the Project.

1. Please provide the following information about your organization:
 - Legal name of the company
 - Current ownership
 - Type of organization (e.g. individual, partnership, corporation, etc.)
 - Principals' names and length of tenure.
 - Number of years in business
 - Number of employees
 - Name and contact information of individual to contact regarding submission
 - Geographical area of operations
 - Amounts and kinds of professional insurance carried and declaration page of the liability policy currently in force.
2. Have you or any members of your firm been involved in a dispute or litigation that resulted in a judgment, mediation or payment of a settlement? If so, furnish details.
3. List any awarded projects within the last three (3) years that were not completed and why.

B. Qualifications and experience of the Consultant's proposed personnel for the Project.

1. Identify all proposed design team personnel assigned to this Project and their roles.
2. List any design awards and/or other professional recognition won by any team
3. List sub-consultants proposed for this project to supplement the Consultant's basic Landscape Architectural Services. Please provide each sub-consultant's proposed role in the project and relevant experience. List projects on which your firm has worked with the sub-consultant.

C. Consultant's demonstrated experience with park master planning, municipal park design and waterpark development.

1. Summarize present projects that are most similar to this project. Include name, location, status, size and construction cost.
2. Summarize past park master planning projects, municipal park design and waterpark development projects you have designed in the past five (5) years. Include name, location, size, estimated project cost and final construction cost.
3. Summarize future projects under contract with description and scope.
4. What do you consider to be your firm's major strengths in design and what would you identify as the single, unique characteristic of your firm that distinguishes it from others?
5. Please illustrate with examples from your firm's completed and in progress work; especially any park master planning projects, municipal park design and waterpark development projects.

D. The Consultant's past/current client references.

1. Provide a customer reference list of no less than three (3) clients/organizations with which Consultant currently has contracts and/or has previously provided facilities of similar size and scope within the past five years. Include company name, contact person, title, phone number, address, date of project, and summary of work performed.

Section 3 – Procurement of Professional Services

A. General Selection Process:

All submittals will be evaluated by the City's selection committee based on the following scoring criteria:

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| 1. The Consultant's capability to perform the design services. | 20 points |
| 2. Qualifications/experience of the Consultant's proposed personnel. | 20 points |
| 3. The Consultant's demonstrated experience with municipal park master planning, and waterpark development. | 30 points |
| 4. The Consultant's past/current client references. | <u>30 points</u> |
| | 100 points |

B. Interviews

The City may conduct interviews with any Consultant to determine the best qualified Consultant.

C. Negotiations

Upon completion of the selection process, the City will commence negotiations with the selected Consultant to establish a final scope of services and an appropriate fee to be paid to the Consultant for such services. Negotiations will be suspended from any Consultant being considered and may commence with any other Consultant if an agreement cannot be reached.

D. Agreement

The City Attorney shall prepare the proposed final agreement between the City and the selected Consultant. The City's selection committee will forward a final recommendation for selection to the City Council for their consideration and approval.

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F. Miscellaneous Information

1. The City reserves the right to accept or reject, either in whole or in part, any and all submittals in response to this request, to waive irregularities, or take whatever action deemed necessary to protect the City's best interests.
2. All material submitted regarding this RFQ becomes the property of the City. Such materials/documents are available for public inspection after the final selection has been made. As property of the City, the City has the right to use that information contained in the SOQ.
3. The City is not responsible for any costs incurred by the Consultants prior to conveying this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation with the prior written consent of the City.
4. The City reserves the right to make reference checks with any client listed in the documents for further information and verification of the Consultant's qualifications.